



Board of Trustees Meeting
Tuesday, September 9, 2009 5:00 p.m.

MINUTES

President Burtch called the meeting to order at 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Caroline Diwik, Bryce Kurfees, Brian Perera and Amy Sharpe

ALSO PRESENT: Ann Moore, Director; Kate Hemleben, Fiscal Officer; Kate Porter, Assistant Director; Julie Whitt, Human Resources Manager; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Chuck Jennings, Presenter from AEP; Mike Sisinger, Presenter from AEP; Marcia Baum, UAPL staff member; Dave Mastracci, UA resident; Robert Harmon, UA resident and Nancy Roth, Administrative Secretary.

Sharpe made a motion to excuse the absence of John Magill who was called out of town for a work commitment. Perera seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

APPROVAL OF THE MINUTES

Kurfees made a motion to approve the minutes of the July 14, 2009 regular Board Meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

Sharpe made a motion to approve the minutes of the August 25, 2009 Special Board Meeting. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

AEP PRESENTATION

Hemleben introduced Chuck Jennings and Mike Sisinger, representatives from AEP to present the AEP gridSmart Program to the Board. She noted that the library has submitted an application under this program for partial reimbursement for the lighting improvements to be made in Youth, Media and Reference. She said the amount of the reimbursement request is approximately \$5,700.

The PowerPoint presentation and application samples presented by Jennings and Sisinger are included as Exhibits to these minutes. Jennings noted that non-residential applications fall into three categories at the present time:

1. Prescriptive Lighting – basic improvements to light fixtures, bulb, etc.
2. Custom Program – all other technologies improved for better efficiency and lower energy use, such as refrigeration, heating & cooling, electric variable speed motors.
3. Self-Direct Program – eligible older projects that resulted in energy savings but that were initiated or completed up to three years prior to the inception of the program.

Following the presentation, Jennings and Sisinger took questions from the Board. Kurfees asked when the program started. Jennings said it was started as a result of Senate Bill 221, passed in 2008 which mandated energy reduction by utility companies. The gridSmart program began on June 1, 2009 with on-going mandates through 2025. He said the point was to reduce the need to build power plants.

Jennings said that AEP has been meeting with larger customers and with trade alliance groups such as electricians and contractors to get the program under way. He said that a project must have a payback time period of at least 12 months and no more than 7 years.

Moore noted that Forgos is reviewing recently past projects the library has done to see if they will qualify for gridSmart reimbursements. She asked who should be contacted for information about past project qualifications. Jennings noted that the KEMA Corporation is acting as the implementation contractor for the program. He said that questions should be directed to Sisinger who would then work with KEMA if needed. He noted that AEP has a vested interest in the success of the program because of the penalties that would be assessed on the company if standards are not met.

Burtch asked how a company that sells energy can pay customers not to buy energy. Jennings said that AEP has promoted the idea of customers reducing their usage for some time but that the mandate has formalized this. He said that the underlying hope is that the payments customers may receive for approved projects would then be used to finance additional energy efficient purchases and/or projects.

The Board thanked the AEP representatives for their time and presentation. Hemleben said she would be following up on the submitted application and on obtaining more information about qualifying past projects.

UAPL FOUNDATION

Moore reported that McKnight was not feeling well and was unable to attend the meeting. There was no report. Burtch said that McKnight was in the process of setting up a Foundation Board meeting. He said that the Foundation needs to be aware of the

dire financial situation of the library. He said that there has been an underlying philosophy that the Foundation should operate as an endowment fund, with the interest being funneled to the library and the principal remaining intact. He noted that to date, the Foundation had not been able to generate the large principal amount that would result in a significant interest payment for the library. He noted that the Foundation became active in support of the Miller Park project, but has not been very successful in raising funds since then. He said that the Foundation has had many discussions about the approach it should take.

Kurfees suggested that the Board make specific project requests to the Foundation as a means of gaining financial support from them. Hemleben asked who would suggest such projects. Burtch said suggestions could come from anyone. Kurfees asked if there was any reason that the Foundation could not utilize both approaches.

Hemleben asked if the Finance Committee could take up the question at their meeting on Thursday. Perera agreed that it was appropriate for Finance to discuss this. He said that he would agree with the Foundation taking a bifurcated approach. Hemleben said that opportunities to solicit end-of-the-year charitable giving were coming up and the library and the Foundation should make the most of this.

Kurfees noted that Lane Road renovations and up-dates should be on the list of possible projects that the Foundation could consider. He said that people like to give to a specific project.

ASSISTANT DIRECTOR'S REPORT

Porter said she had no report and deferred to Moore to up-date the Board.

DIRECTOR'S REPORT

The Director's written report is included as an exhibit to these Minutes.

Moore noted that she would like to schedule an Operations Committee meeting before the next Board meeting to review the up-date of the Operations Manual that has been completed. She noted she would like to get the document to the Board for approval before the end of the year.

Moore said that Koorsen has ordered the parts necessary for the fire suppression system in the computer room. She said the work should take about two days to complete once the part is received. She noted the order time is about four weeks.

Moore said Purdy Electric will be starting the electrical work in Youth, Reference and Media soon. She said that they will work around the library's operation and that she has informed them they can have access to the building as early as 5:30 a.m. when the first Facilities staff member arrives.

Moore reported that the Friends raised \$11,903 in their recent sale.

Moore pointed out that the Board had received a document up-dating the invoicing and balance left on the consulting work by John Forgos. She said there is a balance of \$7,300 still available.

Moore offered recognition and praise to Porter and Whitt. She said they had met with each manager to help in staff scheduling for the reduced hours of operation proposed. She noted that the library plans to discontinue the special duty officers. Moore said that managers agreed that this was no longer necessary. She also noted a \$50,000 reduction to the IT budget.

Board members asked how this was accomplished. Hemleben said that she and Greg Ramage, the IT Manager, reviewed the previous budget and identified items that were one-time expenditures and items that could reasonably be deferred. She said that the library would not be forgoing necessary up-grades. She said Ramage is preparing an IT plan for scheduled replacement of hardware that can be acted on at any time if funds should become available.

Moore said that the proposal discussed in the various committee meetings regarding the adjustment to the hours of operation would result in 12 hours per week less at the Main Library and 9 hours less per week at the branches. She said this is about 320 payroll hours less per pay period. The estimate yearly savings is about \$121,000. She said the part-time staff hours would be reduced by 10% in all departments.

Moore said that options were discussed with Managers immediately following the last committee meetings. She said that they have offered lots of input over the past couple of months. She noted that no one loses their job with this plan and that full-time staff is not affected, so there is no fear of loss of health care benefits.

Moore suggested the new hours begin on Sunday, October 11th. She noted that this would allow the library to present a scheduled Eine Kleine Nachtmusik program and would not disrupt scheduled story times. She also noted that the staff will be implementing the new electronic timesheet system, iEmployee, on October 4th so this would allow staff to become more familiar the new system before the hours are changed. Moore said an October 11th start would also allow the library a full month to disseminate the message out to the patrons.

Sharpe asked how the news was received by the managers. Porter said that people knew that some changes would have to be made and they understood the necessity for the reduction in hours. She said that overall, the news was taken pretty well. She said that the reduced staff time was spread evenly over all departments and all locations. She noted that no one would be losing health care benefits.

Perera noted that the library is also not filling current vacant positions. Moore said that there were 8 vacant positions and there would soon be 9. She said by not filling these positions, the library would save approximately \$104,000.

OPERATIONS COMMITTEE

The notes from the joint Operations/Personnel Committee are included here.

JOINT OPERATIONS/PERSONNEL MEETING Tuesday, August 25, 2009 5:30 p.m.

Notes

IN ATTENDANCE: John H. Burtch, Bryce Kurfees, John Magill, Amy Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Julie Whitt, Ruth McNeil, Sherman Wallace, Nancy Roth, and Robert Harmon.

The meeting was called to order at 5:37 p.m.

OPTIONS FOR BALANCING BUDGET

Moore said that there were some basic assumptions that Administration and the Finance Committee made while discussing options. She said that the Finance Committee would like to see if the Board was in agreement with these assumptions.

Moore said the first assumption was that the goal for planning was to be budget neutral rather than spending down surplus or the building fund to meet operating expenses. She said the Perera felt that the library should not spend more than its revenue in any given year. Hemleben added that any carry-over of funds should not be counted on in balancing the budget.

Burtch noted that he had some concerns about not utilizing carry-over funds, but agreed that the library should try to live within its income. Hemleben reviewed and explained the revenue worksheet that was distributed to the Board. After some discussion, the Board indicated that they were in agreement with the basic philosophy, but recognized that if the financial picture worsened, the issue could be re-visited.

Moore said another assumption is that the library would not cut jobs. She said that in the first round of scenarios that Administration had looked at, the end result would have been that some people would lose their jobs. She said this was not good for the overall economic health of the community. She said that there were also costs associated with cutting jobs, such as unemployment, continued COBRA coverage, etc.

Moore said that another tenet that guided the discussion of options was the assumption that the reduction in the PLF was permanent. She said it would be unrealistic to expect

that the PLF would be restored to the 2.2% level anytime in the next few years and that the library would have to plan accordingly.

Moore outlined some of the cost cutting measures that have been taken already by the library. These include:

- o No out of state travel.*
- o A de-facto hiring freeze. There are currently 8 vacant positions.*
- o Limited training and conference attendance.*
- o No furniture purchases*
- o No paper towels or plastic bags*
- o No mass distribution of the Spring Program Guide*
- o Reductions in electrical use by turning off certain lighting.*
- o No annual In-service Day. A staff recognition breakfast would be held for ½ day on September 17th. This is being paid for by the Friends.*
- o Re-configurations of Circulation area to increase efficiency and free staff for other tasks.*
- o Reduction of fall programming.*
- o Cut back on phone book advertising.*
- o No mailing of paystubs.*
- o Custodian making bank deposit during daily book run.*
- o Institution of electronic time management system which will begin in October.*

Moore noted that many of things have been done to free staff so that they can help with coverage in other departments.

Porter said that managers have been asked to conserve 20% of their materials budget. She said that this could save \$160,000 - \$170,000 next year. She noted that the library still has funds for current purchases, but will buy fewer copies and be more discriminating replacing items and about patron requests that are of limited interest.

Kurfes asked if the library had developed any partnerships with other local libraries for materials. Porter responded that ILL and MORE programs are available for patrons for materials that the library does not own. She said there is no formal relationship for a sharing of materials, although the librarians can locate items for patrons at local libraries and advise the patron where they can pick it up.

Magill noted that the library worked hard to get the materials budget up to its current level. He said he would not like to cut the budget too much just because it was an easy place to save money. Magill said the library should buy more titles, but fewer copies of those titles.

Kurfes said that he disagreed with Magill. He said that programming is an important part of the library. He said that services offered to patrons are a key part of the library's success. He said the libraries should share materials in a better way.

Moore said that the final assumption that has guided the development of options was that the pain of cuts would be spread across the budget. She said that the materials budget was not the only place cuts were made. She said that any funds saved this year would help to meet next year's shortfall. Hemleben noted that it is relatively simple to add funds to the materials budget if the library experiences a windfall. However, she said that if staff members are laid off, their knowledge and expertise is lost to the library and may not be recoverable when finances improve. Sharpe said that with the media attention to the situation with Ohio libraries, the public will have to understand the steps the library takes.

Moore said that the Finance Committee discussed reducing the hours of operation in order to reduce personnel costs. She said that Finance agreed to the elimination of the Special Duty Officers at the library. She said this would save about \$21,000 per year, which was the equivalent of two part-time employees. She said that the average person probably thinks that the city pays for the officers. She noted that the police are very responsive to a phone call when trouble may occur and that the officers' presence in the building is not a necessity.

Magill said that he disagreed. He said the officers were worthwhile and should remain.

Moore said that cuts in the Sunday hours were discussed. She noted that Sundays are the busiest day for transactions/hour. However, she said they were also the most expensive hours of operation due to the need to provide coverage for a break and the premium pay received by full-time staff for working on Sunday.

Burtch asked if there was anything to prohibit the library from keeping the hours the same, but not giving the pay premium for full-time staff. Moore said she was not aware of any reason that the premium could not be revoked.

Moore said the Finance Committee was not in favor of closing the branches on the weekends. She said the Committee did agree that some changes should be instituted this fall. She said the recommendation was to reduce the hours of operation at all locations to the following:

Monday – Thursday:	10:00 a.m. to 9:00 p.m.
Friday:	10:00 a.m. to 6:00 p.m.
Saturday:	10:00 a.m. to 5:00 p.m.
Sunday:	1:00 p.m. to 5:00 p.m.

Moore said that this will still provide patrons with more hours of operation than most area libraries. She noted that CML is closing at 4:00 p.m. on Friday and that no other libraries are open on Sunday other than the main branch at CML. Moore said that no matter what decision is made, there will be uneven impact with the staff and complaints from some segment of the patron base.

Magill said that the scenario outlines made sense. He noted that he had run a separate spreadsheet and that his results support the proposed changes to the hours. Hemleben said that the savings would be roughly \$40,000 - \$60,000.

Kurfees questioned the Friday early closing. Porter said that by extending it to 7:00 p.m., staffing issues arose because of the need to plan for a dinner break and coverage. Magill said that the library is preparing for the future. He noted that the change in the personal property tax will be phasing out which will affect the amount of revenue generated by the levy. Hemleben said that she has talked with the UA Schools to see what they are planning in this regard as well as the delinquency rate. She noted that the current job vacancies will save about \$104,000 with current staff covering those duties.

Moore said that if the group is in agreement with the basics, Administration can present more detailed information about the savings at the September Board meeting. Magill said that he would like to see a current breakdown of traffic and transactions hour by hour. He said that the state income tax is in decline and that Ohio may be slower to recover from the economic recession than other areas of the country.

Hemleben said that she had a meeting with Cathe Armstrong, UA City Finance Director, about the library utilizing city maintenance staff, such as landscapers and electricians. She said this would be done on a fee basis, but would still be a cost-savings to the library. She said she is also talking with CML about using their plumbers. Both discussions are preliminary.

Hemleben said that she has worked with Greg Ramage, IT manager to cut \$50,000 from the IT budget by looking at one-time expenditures and setting priorities.

Magill asked that Administration have Ramage and Wallace each prepare a list of three top priorities for their departments for 2010, 2011 and 2012. He asked that these be available for the next Operations Committee meeting in September.

Hemleben said the library is also looking into converting the analog phone signal into digital which would reduce the monthly bill. She noted that there has been a \$7,500 increase in investment income for the year.

Sharpe said that the library will have to be pro-active in informing patrons of any change in hours of operation. Moore said that the Board will have to make a decision and then Community Relations will get the information out to the public.

OPTIONS FOR INCREASED REVENUE

Moore said that options for increasing revenue include increasing fines, increasing fees for meeting rooms and charging patrons for Inter-Library Loans. She said that she is not pushing these options at the present time. She said that in 2010, it may become necessary to look more seriously at this.

Moore said that the library needs to advocate more action from the Foundation. She said that the Foundation was created for times like these and that the library should be able to call on them for financial help. Hemleben said that the Foundation has approximately \$270,000 in their endowment account. Magill asked Hemleben to do some research into what role other library foundations have played and how they distribute the proceeds of their fund-raising. He said he would like some information for the next Operations Committee meeting. Sharpe said that Board members should dig in and do some of the research themselves.

Kurfees suggested that the library should look at corporate sponsorships as well. Moore said that she believes that the library can get through the end of the year with a neutral budget impact with these adjustments. She said the library and the Board should always note that the support of the community through the Operating Levy has been a crucial part of the library's ability to continue to provide good service and materials.

Kurfees noted that Moore has done an outstanding job of guiding the library for the past several years so that the library is now positioned more positively than many other libraries. He commended her and the Administration team for their efforts in studying the current budget situation and working for a solution. Sharpe affirmed that the Board was lucky to have a strong administrative team in place at this time. The Board commended Moore and the Administration team for the flow of information that has allowed them to monitor the situation closely and carefully.

The meeting adjourned at 7:35 p.m.

Sharpe noted that Administration had done a lot of work in exploring various alternatives and preparing financial projections for those alternatives. She said that the proposal seemed to be the most reasonable course of action to take at the present time.

RESOLUTION 22-09
To Adopt New Hours of Operation

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby adopts the following hours of operation for the Upper Arlington Public Library System.

Monday thru Thursday	10:00 a.m. to 9:00 p.m.
Friday	10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

AND BE IT RESOLVED that the above hours of operation will be the standard for all locations of the Upper Arlington Public Library effective Sunday, October 11, 2009.

Sharpe made a motion to approve Resolution 22-09. Perera seconded the motion. There was some discussion. Burtch commended Moore for including the Managers in the process. He noted that this step was necessary, but that it was not as drastic as was initially thought. He also said that many libraries had had to make much more severe cuts in hours and in staffing levels. Diwik asked how patrons would be notified of the new hours. Moore said that all platforms would be used including social media, the website, press releases, posters, etc. Perera said that the reduction in hours of operation seemed to be the least bad option for the library. Kurfees suggested that Burtch send a letter to the local papers to explain the reductions. Burtch agreed that it is important for the Board to be prepared to explain why such cuts were necessary. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

FINANCE COMMITTEE

Hemleben's written report is included here.

Notes from the Fiscal Officer September 2009

Our July PLF 2009 Distribution was \$69,882 less than July 2008. August PLF Distribution was \$50,052 less than August 2008. Please note that August is our first month with the revised rate. The State has reduced the PLF by 11% to help meet their shortfall. Year to date (as of August 31) we have collected 17% or \$374,399 less in 2009 than in 2008. The PLF for this month (September) has NOT been announced.

On July 29, 2009 the Franklin County Budget Commission provided us with another notice of revised expected revenues for the PLF. Our new amount is \$2,584,215 which is \$103,566 or 4% less than our last certification. A resolution has been provided in your packets to reduce the expected revenue for the PLF. Since this resolution has not yet been approved, the July/August 2009 financial statements do NOT reflect this change. Once approved, the September financial statements will show this adjustment.

The purple projection summary has had a few minor changes in assumptions. The percent used for the reduction for the 2010 General Property Tax and Property Tax Credits is 3% instead of 5%. Based on conversations with the City of Upper Arlington and the Upper Arlington Public Schools, this percentage is a very conservative number. Both the City and Schools were not adjusting their 2010 property tax revenue for any additional delinquent payments. The Budget Commission is currently estimating a 1.57% delinquency rate for us. Therefore, our projected Property Tax (PT) & PT Credit will have a 4.57% reduction related to delinquent payments.

We will have a phase out in personal property tax starting in 2011 and ending in 2017. Fortunately for the Library only \$45,000 will be phased out over this six year period. As I learn more about HB 66 and calculate the impact this change will have on our next six budget cycles, I'll keep you posted.

The 2009 & 2010 projections for expenditures have been affected by the reduction of library materials recently made as well as the commercial insurance premiums. We have internally reduced the library materials budget by 20%. The Commercial insurance is \$10,500 less than anticipated. However, some of this savings will be used to purchase fiduciary insurance and services related to building appraisals.

The beginning cash balance has been adjusted to reflect all of the cash available at the beginning of the year. Currently, the expenditures for the year include prior year encumbrances paid in 2009. The estimated budget expenditures have also been adjusted to include the prior year encumbrances. Therefore, it makes sense to show all of the cash balance to get a better picture of our cash position. Prior statements only showed the unencumbered cash.

The Budget Commission has also sent us the official certificate of estimated resources for 2010. This includes our first look at property taxes for 2010. Overall, property taxes have increased about \$32,000. As I mentioned above, the Budget Commission does calculate a percentage for delinquencies. We need to approve this official certificate and return to the Budget Commission by October 1 2009. A resolution has been provided requesting your approval. Projections for 2010 do NOT reflect this change. Projections will be adjusted in October's financial report.

While on-site, the Auditor's mentioned closing our Miller Park Fund. Since the branch has been reopened for over a year, they felt it was appropriate to close this fund. Currently, there is \$40,034 cash in Fund 403. We are able to move this money into the General Fund or the Building Fund as desired. Included in your packet this month is the opinion letters giving Libraries permission to move monies from one fund to another. After a discussion in the Finance Committee it was suggested to move the money from the Miller Park Fund to the Building Fund. A resolution has been provided requesting your approval. An appropriations amendment has also been provided for your approval. The plan is to submit any appropriations amendments in October to the Budget Commission. I am still working out the internal process of when to submit changes to the Budget Commission. This submission will help correct one of three issues in our 2008-2009 audit.

Another issue from our 2008-2009 audit is related to the outstanding check list in our checking account. There is about \$1,000 of un-cashed checks written from 2001 to 2007. Section 9.39 of the ORC states that unclaimed (i.e., un-cashed checks) shall be deposited into a trust fund and retained there until claimed by the lawful owner. Once the money has been held in this fund for 5 years, it may be moved back to the General Fund and spent. However, lawful owner may still claim the monies after 5 years. A policy and procedure will still need to be written and implemented prior to monies being transferred. The resolution provided requesting your approval of this fund allows us to step up the fund in our accounting system. If necessary, a resolution requesting a transfer from the general fund to this new fund will be done in the next month or so.

Over the past six months, several discussions have taken place regarding the purchases for the Friends of the Library and what should be the best practice. In prior years, the Friends were allowed to use our accounts to make a purchase which is not considered to be a best practice by the auditors. It was suggested that any purchase using the Library's account should be processed through our accounting system. Over the past few months, we have been trying to run these types of purchases through our accounting system. The main issue we are now having is that these purchases are getting comingled with our library business purchases. Creating the restricted donation fund will allow us to clearly show that the donations from the Friends were used for specific purchases and will be much easier to track. Please note that this fund is not strictly for the Friends of the Library donations. The amount of their support is why we need to separate these purchases but this fund will be used by any donation with restrictions. Any donation that does not restrict or can be used at the discretion of the Board or Director will still be deposited into the General Fund.

Included in your packet is an updated Investment Report. In the October Finance Committee Meeting we will be deciding where to invest about a million dollars. The CD from Arlington Bank was not rolled over but deposited into the Fifth Third Bank. This was done temporarily until the new investment plan has been developed.

Update on current audit: The Auditor of State Office has sent out several documents for Jack & me to sign. Once these are signed, then the Finance Committee will meet with the State Auditor's Office for a discussion of the 2008–2009 audit. I am anticipating that the final audit report will be released over the next few months. Next Finance Committee Meeting has been scheduled for September 10 at 5pm. We have switched to Thursday night instead of Friday morning.

Hemleben summarized the financial reports which are attached as exhibits to these minutes.

Perera made a motion to approve the Financial Report for July 2009. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

Perera made a motion to approve the Financial Report for August 2009. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 23-09
General Fund Donations

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donations:

\$25.00	Mary Hoffer
\$50.00	Richard & Priscilla Kramer
\$10.00	Lois Grasser in Memory of Walter Rhodus
\$50.00	The George Foundation

Kurfees made a motion to approve Resolution 23-09. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 24-09
To Establish Restricted Donations Fund

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to create and maintain, subject to the approval of the Auditor of State's office, a fund for restricted donations. The title of the fund is to be Restricted Donations (Restricted Funds 201).

Hemleben said that this fund would allow the library to properly track purchases made by the Friends through the library's accounts. The fund would be used to track the expenditure and the balancing donation. The fund would also be used for other donations made for a specific purpose. She noted the creation of such a fund was suggested by the State Auditor during the most recent audit.

Kurfees made a motion to approve Resolution 24-09. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 25-09
To Establish Unclaimed Funds Fund

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to create and maintain a fund for the segregation of unclaimed funds. The title of the fund is to be Unclaimed Funds (Fund 27).

Hemleben said that the Auditor had issued a finding due to the lack of tracking of unclaimed funds. She said this is primarily un-cashed payroll checks dating back to 2001. She said the standard is to have a policy in place about the handling of unclaimed funds. She said the law requires that funds be held for five years before they can be returned to the General Fund. She said the Unclaimed Funds Fund would be a vehicle to allow the library to segregate these funds for the required period of time.

Hemleben said these funds currently amount to about \$1,000. She said that some efforts have been made in the past to locate the employees, but no recent action has

been taken. Perera said that he would like to see these cleared off the books in a way the auditor would approve. Hemleben noted that once the fund is established, she will develop a policy with the Finance Committee regarding the timing of the movement of money in and out of the fund. Kurfees requested that the library make renewed efforts to contact the individuals to whom the checks were written.

Perera made a motion to approve Resolution 25-09. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 26-09
2009 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2009 Appropriations:

Miller Park 403

3200 Communications	- 1,200
3700 Professional Services	- 4,500
3900 Other Purchased Services	- 500
5200 Land Improvement	-33,834

Building Fund 402

9900 Transfers In	+40,034
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Sharpe made a motion to approve Resolution 26-09. Perera seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 27-09
To Close the Miller Park Fund

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to close the Miller Park Fund (Fund 403).

BE IT FURTHER RESOLVED that any and all unexpended funds from the Miller Park Fund are to be transferred to the Building Fund (Fund 402).

Perera made a motion to approve Resolution 27-09. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 28-09
**Resolution Accepting the Amounts and Rates as Determined by the
Budget Commission and Authorizing the Necessary Tax Levies
And Certifying Them to the County Auditor**

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2010; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2009 (collection year 2010) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the
Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,139,751.69	2.00
TOTAL	\$3,139,751.69	2.00

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Perera made a motion to approve Resolution 28-09. Sharpe seconded the motion.
VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

29-09 RESOLUTION
2009 Estimated Resources Adjustment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following reduction to the 2009 Estimated Resources (Revenue):

GENERAL FUND 100

2110 Public Library Fund (\$103,566)

Kurfees made a motion to approve Resolution 29-09. Perera seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

Perera provided the Board with an up-date on the state budget activities. He said that despite the Cash for Clunkers program, August receipts for the General Fund are still down. He noted that there were several pending lawsuits that could negatively impact the State's General Fund:

- A lawsuit filed by Grocers to be exempt from the Commercial Activities Tax.
- A lawsuit regarding the petroleum industry that would place the settlement into the Transportation budget instead of the General fund, including about \$500 million retroactively.
- An initiative to repeal the Ohio Estate Tax which could lower the General Fund by about \$60 million yearly.

Burtch said that the way the library is handling the materials budget makes sense. He said that would be a good approach for all line items – to try to maintain a reserve as the future of the economy unfolds.

Hemleben said that the August PLF was down about \$48,000 and overall it down about 17% year-to-date. She noted that initial estimates for the cost of the building appraisals are under \$5,000. She said the Ohio Plan insurance started on September 1st.

PERSONNEL COMMITTEE

Burtch said that the committee had met with Moore prior to the Board meeting and conducted her evaluation. He noted that it has been a busy year with the bond campaign and the work on the budget reduction. He said that Moore has done well and the library is in good hands. He said the committee will be meeting with Hemleben before the end of the year to conduct her evaluation as well.

The Fiscal Officer's Personnel report is included here.

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
<u>Terminations</u>					
7/29/09	Elizabeth Carter Range 101	\$7.30		Page Circulation	L PT
7/30/09	Matthew Schirtzinger Range 101	\$7.30		Page Lane	T PT
8/3/09	Mark Reinhart Range 105	\$16.80		Lib Assoc I Media Services	T PT
8/14/09	Matthew McCaw Range 104	\$10.99		Lib Asst II Media Services	T PT
8/18/09	Ellen Seeburger Range 107	\$1,301.55		Librarian Youth Services	T FT

New hire

Change in Status

Leave of Absence

5/24-7/14/09	Adam Cassell Non-FMLA leave Returned to work 7/15/09			Lib Assistant I	T PT
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Kurfees made a motion to approve the Fiscal Officer's Personnel Report. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

PRESIDENT'S REPORT

Burtch said that he wanted to commend the entire library staff for dealing with a difficult situation. Moore said that the Staff Appreciation Breakfast will be held on September 17th from 9:00 a.m. to 11:00 a.m. She said the Friends are paying for the breakfast and that this year's event is scaled down. She noted that the breakfast was not mandatory for staff but that 103 of 130 staff members have signed up, much more than was expected.

Ann said that service awards and the You Make a Difference awards would be given at the breakfast. She invited the Board members to attend if possible. She said it is the only chance all year for all the employees to be together and to meet one another. Burtch asked that the agenda for the morning be emailed to the Board so that those who were able could attend.

Hemleben said that a demonstration of the iEmployee system would be on the agenda in October. She said that the project team has been great and recognized the work of Porter, Whitt, Ramage, Vita Marinello and Sherry Peterson. She noted that she was excited about the report options available through the iEmployee system.

Kurfees said that it is clear that the staff is working well together through a difficult time and that morale is solid. He noted that this is a very positive accomplishment.

ADJOURNMENT

Kurfees made a motion to adjourn the meeting. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

The meeting adjourned at 6:35 p.m.

John H. Burtch, President

Brian Perera, Secretary